



## Social Work Progression Policy

Halton Borough Council is committed to supporting the career development of Social Workers through growing our next own leaders of the future. Progression is directly connected to continuous professional development (CPD) and follows Halton's progression framework, which rewards Social Workers based on their skills, experience, potential, and dedication to social work within the council. These progression pathways are guided by the Professional Capabilities Framework (PCF) and Halton's Value framework, and our progression pathway within Halton is supported by the Social Work Academy. Opportunities for advancement can be found at [Halton's Social Work Academy | Halton Council Careers](#)

Experienced Social Worker PCF - [Experienced social worker | BASW](#) Advanced Social Worker PCF - [Advanced social worker | BASW](#)

The purpose of this guidance is to outline the process for all Social Workers in Children's Social Care who wish to progress to the Experienced or Advanced Practitioner level.

### **Preparing for panel**

The Team Manager and Social Worker must mutually agree on the decision to apply for progression, and **Appendix 1** must be completed at this point. The Team Manager will inform the Principal Social Worker of the decision at this stage and provide the agreed progression paperwork to the Social Worker. In case of disagreement, the Team Manager, Service Manager / Head of Service will complete the relevant section in **Appendix 2**.

### **Social Worker**

You are required to review the Evidence Template in **Appendix 3** and attach supporting evidence, which you will send with your presentation to the Principal Social Worker. This will include examples that demonstrate how your practice has developed, such as a children's plan or a children and family assessment, and a comparison between them from the start of your career / ASYE as well as a recent piece of work you are proud of. This process will enable you to compare and contrast your evidence from the beginning of your career to your current progression application. This will help you articulate how your knowledge, skills, and experience have enhanced the quality of your practice in alignment with Halton's practice standards.

**Your presentation**, you will be expected to demonstrate your progression to the next stage of your career by showcasing your experiences, training, and the impact this has had on your practice. You will also illustrate how you will support your colleagues in driving practice development, completing work delegated to you and using your own initiative to support your team and service manager, as well as meeting the requirements of the Professional Capabilities Framework (PCF) and Halton's values.

See for guidance on the presentation for panel in **Appendix 3**.

## **Appendix 1**

The following guidance is designed to support the Team Manager and Social Worker in making an informed decision regarding an application to the progression panel:

### **Experienced Social Worker**

<b>Team Manager to review the criteria below in supervision with the applying Social Worker and consider whether there is evidence to meet the below, prior to agreeing progression</b>	<b>Criteria met. Y/N (if not met, discuss a plan of support in supervision)</b>
The Social Worker must have completed and passed their ASYE and be able to evidence this (if passed in another LA a certificate must be produced or rationale and oversight from the Team Manager, supported by the Service Manager / Head of Service).	
The practitioner must have been practising for at least 2 years as a Social Worker before applying for progression (unless agreed by the Service Manager / Head of Service).	
The Social Worker must have attended specialist training (eg ABE / Practice Educator) and provide evidence of how this has directly impacted on their work / development. If the Social Worker cannot evidence the above, they can complete peer auditing and / co-produce and deliver training with the Social Work Academy.	
The Social Worker must be able to evidence to the Team Manager that they have, or are supporting less experienced colleagues, for example; supporting them to prepare for visits, attending visits, chairing meetings, quality assuring assessments / plans, encouraging them to shadow in Court.	
The Social worker must be able to evidence excellent organisation skills and that their work is of a good standard, the bottom lines from training must be evidenced in their work, and their performance meets the standards expected.	
There are forums / programmes in Halton which experienced practitioners are encouraged to be involved with, such as the ASYE programme, which can support the progression application. Is the Social Worker involved in any of these groups?	

Has the Social Worker supported students on placement in the team? This could be by providing peer supervision, practice learning support or facilitating integration into the team and wider service.	
The Social Worker must be able to provide evidence / examples of working closely with partner agencies in co-ordinating the appropriate support / level of intervention for children and families where there has been high challenge / resistance from professionals.	
Consider the above and how this was resolved whilst ensuring outcomes improved for the children, and how good examples like this are disseminated into the team for learning opportunities, contributing practice development.	

**Advanced Practitioner is the criteria above, with the additional sections below**

<b>Team Manager to review the criteria below in supervision with the applying Social Worker and consider whether there is evidence to meet the below, prior to agreeing progression</b>	<b>Criteria met. Y/N (if not met, discuss a plan of support in supervision)</b>
The Social Worker must be able to evidence to the panel how they have deputised for the Manager. For example, organise the duty rota / tasks in the absence of the Manager, taking the lead in team meetings, chairing meetings, facilitating group supervisions, as well as evidencing they can encourage and contribute to a learning environment within the service.	
Has the Social Worker supported students / less experienced colleagues in the team? This could be by providing peer supervision, practice learning support or facilitating integration into the team and wider service.	
Has the Social Worker demonstrated an awareness of own professional limitations and knowledge gaps, has actively sought to address issues for self and others.	
Can the Social Worker foster and maintain a work environment which promotes health, safety and emotional self-care for self and others.	

## Appendix 2

### Progression Panel Request Form

Name of Social Worker and SW number	
Team	
Team Manager	
Length of time qualified as a Social Worker (qualification date)	
Current salary scale point	
Has the candidate passed their ASYE	
<b>Yes:</b> What Local Authority and can you provide evidence of this?	
<b>No:</b> Team Manager, Service Manager / Head of Service must provide a clear rationale to support the application or progression. <b>Please see boxes 2 and 3</b>	
Progression to Experienced Social Worker – Has the candidate been employed as a Social Worker for 2 years or more?  Progression to Advanced Practitioner – has the candidate been employed as a Social Worker for 3 years or more?	
If no, the Team Manager, Service Manager / Head of Service must include a rationale for supporting the application for progression below.  <b>Please see boxes 2 and 3</b>	

Print name	
Signed	
Date	

### Box 2

Name of Team Manager:
I support / do not support the application for progression
Reason for supporting / not supporting the application for progression. Please ensure you provide a rationale as to why you support an application made prior to the candidate having the 2 or 3 years' experience as a Social Worker (2 years for progression to Experienced Social Worker and 3 years to progress to Advanced Practitioner)

Print name	
Signed	
Date	

**Forward this request to the Service Manager / Head of Service Box 3**

Service Manager / Head of Service and Service area	
Date application request received	
Date of acknowledgement letter sent	
Is the application for progression supported?	Yes/No *
Rationale for agreement for progression application	
<b>*If the Service Manager / Head of Service does not agree with the decision to apply for progression, please complete Application Dispute Form, and ensure that this is saved within the Social Worker's supervision file.</b>	

Print name	
Signed	
Date	

**Appendix 3**

**Presentation**

Reflecting on your journey from your career / ASYE Social Worker role to your current position, think about what you want to showcase, and how you have developed your skills, experience, and knowledge to demonstrate your progression.

Consider how you have applied these learnings and the impact this has had on your work, particularly with children and families, and how you are prepared to take the next step in your career.

Once you have reflected on the above, you are required to create a short presentation (4-6 slides) highlighting your learning and development journey, which has led you to apply for progression. This will include a challenging situation where something has not gone to plan. Include; what you did, how did you use reflection to identify something had gone wrong and what did learn and do to implement change to your practice. The presentation should last no more than 30 minutes and should enable you to compare and contrast your growth from the start of your social work career to now. This comparison should illustrate how your evolving knowledge, skills, and experiences have contributed to the improvement of your practice in line with Halton's practice standards.

In addition, please develop a slide with your ideas on how we can improve practice in Halton.

You must submit your presentation to your Team Manager, Service Manager and the Principal Social Worker at least 7 days before your panel date.  
*Panel will not proceed if the paperwork is not ready.*

**Appendix 4**

**Career progression Panel Evidence Template**

This is your opportunity to demonstrate your progression by showcasing your skills, knowledge, and experience. You can provide evidence from various sources, such as practice observations, feedback from children, young people, and families, professional feedback, audit outcomes, insights from collaborative case reviews, and examples of your written work.

Ensure that your submission highlights how your work aligns with Halton’s practice standards and consistently meets the required expectations throughout the Social Work Academy training.

Your evidence must be submitted to the panel at least 7 days before your scheduled panel date.

<b>PCF 1 – Professionalism</b>	<b>Evidence</b>
<b>Consider:</b> how you identify and behave as a professional social worker, and how you are committed to professional development.	
<b>PCF 2 – Values and Ethics</b>	<b>Evidence</b>
<b>Consider:</b> how you apply social work ethical principles and value to guide professional practices.	
<b>PCF 3 – Diversity and Equality</b>	<b>Evidence</b>
<b>Consider:</b> how you recognise diversity and apply anti-discriminatory and anti-oppressive principles in practice.	
<b>PCF 4- Rights, justice and economic wellbeing</b>	<b>Evidence</b>
<b>Consider:</b> how you advance human rights and promote social justice and economic wellbeing.	
<b>PCF 5 - Knowledge</b>	<b>Evidence</b>
<b>Consider:</b> how you develop and apply relevant knowledge from social work practice and research, social sciences, law, other professional and relevant fields, and from the experience of people who use services.	

<b>PCF 6 – Critical reflection and analysis</b>	<b>Evidence</b>
<b>Consider:</b> how you apply critical reflection and analysis to inform and provide a rationale for professional decision-making.	
<b>PCF 7 – Intervention and skills</b>	<b>Evidence</b>
<b>Consider:</b> how you use judgement, knowledge and authority to intervene with individuals, families and communities to promote independence, provide support, prevent harm and enable.	
<b>PCF 8 - Contexts and organisations</b>	<b>Evidence</b>
<b>Consider:</b> how you engage with, inform, and adapt to changing organisational contexts, and the social and policy environments that shape practice. Operate effectively within and contribute to the development of organisations and services, including multi-agency and interprofessional settings.	
<b>PCF 9 - Professional leadership</b>	<b>Evidence</b>
<b>Consider:</b> how you promote the profession and good social work practice. Take responsibility for the professional learning and development of others. Develop personal influence and be part of the collective leadership and impact of the profession.	
<b>Halton's values</b>	<b>Evidence</b>
Provide evidence of how you embody our corporate values into your workplace behaviours and day to day practice. <a href="#">Values Framework-Guidance for employees</a>	

## **Appendix 5**

### **Training Log**

This must include all training, as well as mandatory training delivered by the Social Work Academy, and other agreed mandatory training.





The Principal Social Worker will chair the progression panel. After the discussion and presentation, panel will review the information, and a decision will be made whether it is a pass / fail. The Principal Social Worker is responsible for notifying HR of the outcome within seven days of the progression panel.

### **Panel members**

The panel will always be made up of a Head of Service/Principal Social Worker, Service Manager and a guest panel member from the senior leadership team.

Team Managers/Service Managers will be required to attend to support the Social Worker.

### **Possible outcomes of panel**

#### **Pass**

If the applicant passes panel, HR will be informed who will notify Payroll.

After the panel the manager verifying the progression must:

- Submit the panel form to HR (resourcing) within one working week of a successful Panel Meeting.
- Issue the progressing social worker with the new job description/person specification that they will now be working to, in accordance with the progression stage.

#### **Fail**

If a Social Worker does not pass progression, the rationale will be made clear with clear actions and timescales noted.

The notes from panel will be sent to the social worker and their line managers no more than one working week following Panel Meeting.

### **Appeals process**

Should the Social Worker disagree with the decision of the Progression Panel the Social Worker can appeal in writing to the Director of Children's Social Care as a means of resolution. The decision of the Director is final.

## **Appendix 8**

### **Job descriptions and specifications**



Advanced\_Social\_Worker\_Job\_Profile.docx



Social%20Worker%20Children%20-%20Job

